



Application Pack for ICOM UK Committee 2021

Summary

We are seeking up to five new ICOM UK Committee Members as Trustees and Directors of ICOM UK, a registered charitable company in the UK. The new Committee Members will help ICOM UK develop and deliver the strategy to support UK museums working internationally and connect members to the global museum community.

If you are interested in joining the ICOM UK Committee, please read the following information on how to apply.

Application deadline: 09:00 on Monday 10 May 2021

The document includes:

1. Information for prospective Committee Members
2. Role descriptions for ICOM UK Committee Members
3. Background to ICOM UK and ICOM

1. Information for prospective Committee Members

Requirements

Prospective Committee Members need to have a demonstrable passion for international collaboration in the museum, gallery or heritage sector and an up to date Individual or Institutional ICOM UK membership.

The ICOM UK Committee is interested in applications from sector professionals (including student members and early career professionals) with skills, knowledge and experience in the following areas:

- Digital communication and asset management (including websites and social media)
- Marketing and communications
- Decolonisation and restitution
- Strategic planning and delivery
- Partnerships and fundraising
- Preventative and emergency conservation planning in an international context
- Language skills (ICOM's official languages are English, French and Spanish)

ICOM UK encourages and prioritises applications from people who self-identify as Black, Asian, Indigenous, a person of colour, as having disability, as neurodiverse, as LGBTQ+, from varied socioeconomic backgrounds, and from all ethnic minority backgrounds and genders.

What is involved?

ICOM UK Committee Members serve as Ordinary Members for a term of three years, which can be renewed once. Committee Members can serve up to two terms in formal roles, such as Chair, Secretary, Treasurer etc., up to a maximum of 12 years in total if they serve as an Ordinary Member and in a formal role.

Committee Members are required to attend up to four meetings a year, including the Annual General Meeting, and actively contribute to ICOM UK's work between meetings. Committee Members use their expertise to support ICOM UK's part-time Executive Director, advocate for working internationally in the museums and heritage sector and develop ICOM UK's influence through partnerships and fundraising. There are additional opportunities to join working groups focussed on discreet areas of work for ICOM UK.

The annual commitment for ICOM UK Committee Members is approximately 10 days. As ICOM UK does not have an office, all work is carried out remotely. At least two of the four meetings each year are held online. In-person meetings are often held in London but can be held anywhere in the UK. The current expenses policy allows Committee Members to claim for travel expenses for one meeting per year (though exceptions can be agreed with the Chair, where necessary to enable the Committee Member to fully participate). For more information, please read the Committee Member role description in section 2.

How to apply

Please send a brief biography and a 250-word expression of interest setting out the contribution you would offer the ICOM UK Committee, describing your skills, knowledge and experience.

Please email your application to uk.icom.museum@gmail.com with 'ICOM UK Committee Application' in the subject line.

If you would like an informal telephone conversation with Tonya Nelson, Chair of ICOM UK, prior to submitting an application, contact Dana Andrew (dana@cuello-andrew.co.uk) to arrange this.

2. Role Descriptions for ICOM UK Committee Members

At the online 2021 AGM, ICOM UK is seeking to appoint Committee Members to the following roles:

Co-Chair of ICOM UK

The Co-Chair of ICOM UK works alongside the other Co-Chair and Executive Director to ensure the organisation is operating effectively, both strategically and financially, as a UK charity and the UK branch of ICOM. The Co-Chairs take a lead role in building and maintaining institutional relationships with organisations such as DCMS, ACE, NMDC and British Council and interfacing with the ICOM leadership. The Co-Chairs also oversee major projects and partnerships that enable ICOM UK and its members to work internationally. In addition, the Co-Chairs represent ICOM UK at conferences and events within the UK and abroad.

Secretary of ICOM UK

The Secretary of ICOM UK works alongside the Executive Director to ensure the quarterly committee meetings are run effectively, ensuring meetings are run according to ICOM and ICOM UK governance guidelines. The Secretary is responsible for taking minutes at each committee meeting, circulating the draft minutes to the ICOM UK Committee in a timely manner following each meeting, and finalising the minutes for ICOM UK's records.

Early Career Professional / Student Member (Ordinary Committee Member)

The early career professional or student from the museum and heritage sector is an Ordinary Committee Member. They represent the interests of emerging sector professionals across ICOM UK's membership and activities.

Representative from Wales (Ordinary Committee Member)

The ICOM UK includes Committee Members from all four nations of the UK (Wales, Scotland, Northern Ireland and England). We seek a professional from the museum and heritage sector in Wales to join as an Ordinary Committee Member to help ICOM UK build its relationship with sector stakeholders in Wales and to ensure the interests of members in Wales are represented in planning and decision making processes.

UK Blue Shield Representative (Ordinary Committee Member)

ICOM UK has been represented on UK Blue Shield since the latter was established in March 2013. ICOM UK, as one of the founding organisations represented on the UKBS committee, is committed to contributing to the objectives of UKBS. The ICOM UK representative has the opportunity to both represent ICOM UK and feed into the current development of the UKBS strategy and the delivery of objectives at an exciting time. In addition to ICOM UK Committee Meetings, the UK Blue Shield Representative attends UK Blue Shield meetings (up to four a year) and provides written updates.

All roles: what we expect you to do	Powers: what you are responsible for
<p>Regularly attend ICOM UK Committee meetings (at least 2 per year, including the AGM) and provide an informed professional input having read the papers in advance.</p> <p>Actively contribute to the strategic planning and management of ICOM UK, including working groups.</p> <p>Provide timely and considered responses to questions, documents, reports (internal and external) when requested to do so by the Executive Director.</p> <p>When asked, contribute content for social media and the ICOM UK news.</p> <p>Support the work of the Executive Director, Membership Manager and Membership Administrator to ensure ICOM UK strategic goals and membership targets are met.</p> <p>Actively contribute to and abide by collective decision making.</p> <p>Submit travel expenses for meetings in a timely manner.</p> <p>Comply with the ICOM Code of Ethics http://icom.museum/professional-standards/code-of-ethics/</p> <p>Be aware of the responsibilities of a Trustee as described by the Charity Commission guidance https://www.gov.uk/government/publications/charity-trustee-welcome-pack</p>	<p>Set direction and strategy for ICOM UK.</p> <p>Agree and monitor annual business plans, budgets and membership targets.</p> <p>Appoint the Chair and Committee Members.</p> <p>Monitor the work of working groups.</p> <p>Appoint contractors and have oversight of contractual obligations.</p> <p>Agree annual report and statement of account for audit.</p> <p>Agree annual report for ICOM.</p> <p>Monitor and update the risk register.</p> <p>Review and set ICOM UK's reserves policy.</p> <p>Ensure due diligence in all matters affecting ICOM UK and compliance with Company and Charity law.</p> <p>Ensure due diligence in all matters affecting ICOM UK and compliance with ICOM regulations.</p>

3. Background to ICOM UK and ICOM

ICOM UK <http://uk.icom.museum/>

ICOM UK is the only UK museum association dedicated to international work. It connects almost 2,000 UK members to the global museum community, the issues that affect it and professional colleagues worldwide.

ICOM UK is a volunteer run organisation and one of ICOM's 119 National Committees. Membership of ICOM UK offers a number of benefits in addition to ICOM benefits, access to international travel bursaries, access to resources on working internationally, priority booking for the annual Working Internationally Conference, regular news and updates from the global museum sector, and access to an international network of museum professionals.

Programmes and Activities

Working Internationally Conference <http://uk.icom.museum/events/annual-conferences/>
ICOM UK, in partnership with the National Museum Directors' Council (NMDC) and a host museum or partner, organises the annual Working Internationally Conference. The next conference will take place in March 2022.

UK Blue Shield <http://ukblueshield.org.uk/>

ICOM UK is one of the founding partners of UK Blue Shield. Now that the UK has formally ratified the 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict, and both its Protocols, a key mission of the UK National Committee of the Blue Shield is to work with the Armed Forces and Government to best implement national legislation like the Cultural Property (Armed Forces) Bill to best protect cultural property in armed conflict.

UKBS forms a network with other national committees of Blue Shield and contributes to the objectives of the international Blue Shield <http://www.ancbs.org/cms/en/about-us> The International Committee of Blue Shield (ICBS) was established in 1996 by four organisations: ICOMOS (International Council on Monuments and Sites), ICOM (International Council of Museum), IFLA (International Federation of Library Associations and Institutions) and ICA (International Council on Archives. CAAA (Coordinating Council of Audiovisual Archives Associations) joined in 2005. Under the 2nd Protocol of The Hague Convention ICBS advises the inter-governmental Committee for Protection of Cultural Property in the Event of Armed Conflict.

The international Blue Shield works in partnership with other international bodies to

- protect the world's cultural heritage through preventive measures
- respond to emergency situations that may threaten cultural heritage
- facilitate international responses to threats or emergencies
- provide training of experts at national and regional levels
- work toward protection and safeguarding of cultural heritage against flood, fire and natural hazards

Travel Bursaries and Travel Grants <http://uk.icom.museum/about-us/bursaries/>
ICOM UK operates two grant schemes – Travel Bursary Fund, ICOM UK – British Council Travel Grant Scheme. These funds enable members and non-members to undertake relevant international visits.

The grant schemes are managed by the ICOM UK Bursary Committee and administered by the Executive Director.

ICOM UK communications and social media

ICOM UK publishes a weekly newsletter that is emailed directly to members. The newsletter focusses on international museum and heritage news, events and opportunities for working internationally. The news articles are publicly available on the ICOM UK website <http://uk.icom.museum/news/>

ICOM UK runs an active Twitter account with nearly 9,000 followers and a high rate of engagement [@UK_ICOM](#). In 2020, ICOM UK launched a [Facebook page](#) which has quickly grown to over 250 followers.

Website and Resources <http://uk.icom.museum/resources/>

ICOM UK has allocated funds to redevelop the website in 2021 and this will be one of ICOM UK's major projects for this year and will be part of developing a new communications strategy.

ICOM UK Membership

ICOM UK had over 2,000 members in 2020 and until 2021 had seen an overall average year-on-year increase of almost 10% in membership over the past 5 years. In recent years there had been a notable rise in student membership.

Maintaining memberships levels in 2021 and 2022 is a priority for ICOM UK and the priority is to ensure members receive the best possible value from their membership.

ICOM UK contracts a part-time Membership Administrator (90 days per year) and a part-time Membership Manager (7 days per year) to manage the membership process and quarterly reporting.

All ICOM UK volunteers and contractors work remotely as ICOM UK does not have an office.

Business Model and Funding

ICOM UK operates as a paid membership organisation, with membership dues for each member paid to the ICOM Secretariat. The income that ICOM UK receives after the membership dues are paid to ICOM are used to cover the administrative and operating costs of the organisation plus the Travel Bursaries.

Any activities in addition to core membership business have to be fundraised for. This has typically been in the form of partnerships and grants. The Working Internationally Conference is primarily funded from ticket sales, supplemented by a small amount of sponsorship.

Committee Members and Staffing

ICOM UK does not have any staff. The part-time Executive Director (2 – 3 days per week), Membership Manager and Membership Administrator are all freelance contractors. ICOM UK also contracts a technical manager for the website (12 days per year).

The current ICOM UK Committee is:

Formal Positions

Chair - Tonya Nelson, Director, London, Arts Council England

Vice-Chair – Catherine McDermott, Professor of Curating, Kingston University, London

Secretary – Catherine McDermott

Treasurer - Duncan Dornan, Head of Museums and Collections, Glasgow Life

Head of the Bursary Committee - Nigel Sadler, Independent Consultant

Ordinary Committee Members

Maria Ragan, Director, St Barbe Museum and Art Gallery

Edmund Connolly, Programme Manager, Google Arts & Culture

Jilly Burns, Head of National and International Partnerships, National Museums of Scotland

Pip Diment, Head of Interpretation and Digital Engagement, Royal Armouries

Hannah Crowdy, Head of Curatorial, National Museums Northern Ireland

Arran Rees, PhD Student

Claire Messenger, Manager, International Training Programme, British Museum

Nick Marchand, Head of International Programmes, V&A

Dr Christian Baars, Head of Collections Care, National Museums Liverpool

ICOM <http://icom.museum/>

The International Council of Museums (ICOM) is the only international organisation representing museums and museum professionals.

Since 1946, ICOM has assisted members of the museum community in their mission to preserve, conserve and share cultural heritage. ICOM takes advice from institutional partners to achieve its objectives and is a leading force in ethical matters.

ICOM is governed in an inclusive and hierarchical manner, on an international level. The organisation gathers more than 40,000 members and is made up of 115 National Committees, which represent 141 countries and territories, and 30 International Committees, which gather experts in museum specialties worldwide.

ICOM holds its Annual General Meeting in Paris each year, with the ICOM Triennial Meeting taking place internationally every three years. The next Triennial Meeting takes place in Kyoto, Japan in September 2019.

ICOM Secretariat is situated at UNESCO House, Paris, France and has consultative status with the United National Economic and Social Council (UNESCO). ICOM is a registered Public Interest Organisation in France. The three official languages of ICOM are English, French and Spanish.

Professional Standards <http://icom.museum/professional-standards/>

As an international organisation that represents museums and museum professionals, ICOM defines professional standards of excellence for the global museum community.

The ICOM standards include the management of a museum, the organisation of its collections, documentation standards and a professional frame of reference. These themes contribute to the international quality of museums. Documents are available in several languages and play a key role within the international museum community.

Programmes <http://icom.museum/programmes/>

ICOM serves society and its development and is committed to guaranteeing the protection, the conservation and the transfer of cultural goods.

Thanks to international projects with partners like UNESCO, INTERPOL or the World Customs Organisation (WCO), ICOM carries out several missions such as fighting against illicit traffic in cultural goods, risk management, promotion of culture and knowledge and protection of tangible and intangible heritage.

ICOM relies on the network of experts and professionals that form the National and International Committees for these wide-ranging programmes. ICOM is the only international organisation that can quickly mobilise the most renowned museum specialists worldwide.

Activities <http://icom.museum/activities/>

Thanks to its large network, ICOM organises hundreds of events every year and takes part in many activities. International conferences, scientific and technical meetings, practical workshops and training activities are some examples of events where ICOM communicates its international vision of the museum community.

Regular ICOM activities include:

- Annual General Conference
- International Museum Day
- Training

